



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Jun 2014
IN REPLY REFER TO
BUMEDNOTE 1520 CH-1
BUMED-M09
12 Jul 2013

BUMED NOTICE 1520 CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery
To: All Medical Department Officers

Subj: REVISED ANNOUNCEMENT OF FISCAL YEAR 2014 NAVY MEDICINE
COMMANDING OFFICER AND EXECUTIVE OFFICER SCREENING BOARD

Ref: (a) BUMEDNOTE 1520 of 6 May 2013

Encl: (1) Revised page 5 of BUMEDNOTE 1520 of 6 May 2013
(2) Revised page 7 of BUMEDNOTE 1520 of 6 May 2013
(3) Revised page 8 of BUMEDNOTE 1520 of 6 May 2013

1. Purpose. To revise the due date of the Fiscal Year 2014 Commanding Officer/Executive Officer Screening Application, NAVMED 1520/29, to correspond with paragraph 8d of reference (a) and removed names from the Corps Chiefs listing. The revised form will emphasize that all application packages must be received at Navy Personnel Command (PERS-4415) no later than 1 August 2013. The change transmittal will also correct paragraph 10d of reference (a) to identify the limit of Commanding Officer screened personnel per category to 1.5 times the anticipated number of Commanding Officer opportunities available for Fiscal Year 2014.

2. Scope. This notice applies to all Navy Medicine activities and Navy Medicine personnel that desire to be considered for assignment as a CO or XO.

3. Action

a. Remove page 5 of the basic notice and replace with enclosure (1) of this change transmittal.

b. Remove page 7 of the basic notice and replace with enclosure (2) of this change transmittal.

c. Remove page 8 of the basic notice and replace with enclosure (3) of the change transmittal.

4. Retain. For record purposes, keep this change transmittal in front of the basic notice.

A handwritten signature in black ink, appearing to read 'M. L. Nathan', with a stylized, cursive script.

M. L. NATHAN

Distribution is electronic only via the Navy Medicine Web site at:
<http://navymedicine.med.navy.mil/directives/Pages/default.aspx>



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: May 2014
IN REPLY REFER TO
BUMEDNOTE 1520
BUMED-M09
6 May 2013

BUMED NOTICE 1520

From: Chief, Bureau of Medicine and Surgery
To: All Medical Department Officers

Subj: ANNOUNCEMENT OF FISCAL YEAR 2014 NAVY MEDICINE COMMANDING
OFFICER AND EXECUTIVE OFFICER SCREENING BOARD

Ref: (a) OPNAVINST 1412.14
(b) BUMEDINST 1412.1A
(c) MILPERSMAN 1301-811
(d) SECNAV M-5210.1 of January 2012

Encl: (1) Commanding Officer's Letter of Recommendation Template
(2) Regional Commander/Flag Officer ISIC Endorsement Template

1. Purpose. To announce the convening date of the Navy Medicine Commanding Officer (CO) and Executive Officer (XO) Screening Board for Fiscal Year (FY) 14 command opportunities and provide information concerning application procedures per references (a) through (c) and enclosures (1) and (2).

2. Scope. This notice applies to all Navy Medicine activities and Navy Medicine personnel that desire to be considered for assignment as a CO or XO.

3. Background. CO and XO positions are leadership positions defined by Commander, Navy Personnel Command (PERS-4415) and Bureau of Medicine and Surgery (BUMED) Council of Corps Chiefs (CoCC), which require a level of expertise not necessarily held by everyone in the community. The expertise could be achieved by experience gained in past assignments, advanced education, or a combination of both.

4. Executive Medicine Required Qualities/Criteria

a. Experience

(1) Documented track record of success in leadership and non-leadership positions in assignments relevant to the category of command desired.

(2) A pattern of successful completion of medical treatment facility (MTF) and/or non-MTF (i.e., HQ staff at BUMED, Bureau of Naval Personnel, Research and Development (R&D) or other support functions) and/or operational tours with increasing scope of accountability and responsibility.

b. Knowledge/Skills/Attributes

- (1) Solid knowledge and understanding of the Navy Medicine enterprise in relationship to the operational mission.
- (2) Joint Operations/Experience. (Highly desired/not required).
- (3) Firm foundation and understanding of business principles and practices.
- (4) Knowledge and understanding of clinical privileging, quality improvement and patient safety principles and practices.
- (5) Ability to function in a complex matrix organization.
- (6) Ability to communicate effectively in public and private forums. Understanding of strategic and risk communication.
- (7) Ability to provide timely and constructive feedback utilizing established civilian and military personnel evaluation systems.
- (8) Critical and strategic thinking and problem solving skills.
- (9) Joint Medical Executive Skills Program (JMESP) AQD 67A-Executive Medicine recommended, but not required.
- (10) Joint Professional Military Education (JPME) Phase I (Command and Staff College or War College (Resident/Non-Resident) desired, but not required.

c. Leadership

- (1) Role model in Navy core values, military bearing and physical fitness.
- (2) Strategic planner and thinker.
- (3) Visionary.
- (4) Develops subordinates; values diversity.
- (5) Understands and supports broader organizational goals.

d. Additional requirements. Expectation is that selectees will be:

- (1) Universally assignable and able to meet permanent change of stations parameters. Rare exceptions may be considered.

(2) Must have documented experience in the category applied for.

(3) Meets Body Composition Assessment (BCA) and Physical Fitness Assessment (PFA) standards. No failures in either category within the last four cycles.

(4) CO positions: Must be able to complete a full CO tour before reaching statutory age of 62 or mandatory retirement.

(5) XO positions: Must have at least 5 years remaining on Active Duty before statutory age of 62 or mandatory (statutory) retirement to facilitate potential assignment to full XO and CO tours.

5. Criteria for Selection to MTF and Hospital Ship (T-AH) CO/XO Positions

a. CO MTF/T-AH Positions

(1) Officer must be in the grade of Captain (O-6).

(2) Successful completion of at least 1 year of an XO/Deputy Commander tour.

(3) CO T-AH: Operational experience desired; global health background is also desired as CO serves as a health diplomat during humanitarian missions.

b. Executive Officer (XO) MTF/T-AH Positions (Credited as an MTF XO assignment)

(1) With rare exception, officer will be in the grade of Captain (O-6).

(2) Successful demonstration of MTF mid- or senior level management. Operational experience desired (not required).

6. Criteria for Selection to Research/Support CO/XO Positions

a. Commanding Officer (CO) Research/Support Activities

(1) Officer must be in the grade of Captain (O-6).

(2) Successful completion of at least 1 year of an XO tour.

(3) Experience in the business aspects of research and/or support activities with knowledge or experience in fiscal management, grants administration and program management, personnel management, contracting, etc.

(4) Experience and understanding of principals of human research protections, protocol approvals and the Institutional Review Board processes.

b. XO Research/Support Activities

(1) Officer must be in the grade of Captain (O-6). In the event that a Commander (O-5) best meets the required skill set, the officer cannot be failed of selection to Captain and must be administratively screened.

(2) Experience in the business aspects of research and/or support activities with knowledge or experience in fiscal management, grants administration and program management, personnel management, contracting, etc.

7. Criteria for Selection to Operational CO/XO Positions (Medical Battalions, Dental Battalions, Field Medical Training Battalions)

a. CO Operational Activities

(1) Officer must be in the grade of Captain (O-6). In the event that there is not a qualified Captain candidate selected, Navy Personnel Command detailers will forward qualified Commanders (O-5) nominations to BUMED that best meet the required skill sets. The officer cannot be failed of selection.

(2) Dental Battalion CO billets are coded 2200 designator and require successful Marine Corps experience. Officers with requisite skills and experience may be considered; the best qualified officer will be selected.

(3) Medical Battalion/Field Medical Training Battalion CO billets are coded 2300 designator and require successful Marine Corps experience. Officers of all designators with requisite skills and experience may be considered on a case-by-case basis. The best qualified officer will be selected, regardless of designator.

b. XO Operational Activities. Candidates for XO of Operational Activities will be administratively screened by BUMED flag leadership and The Medical Officer to the U.S. Marine Corps (TMO) for review of operational experience and suitability for assignment. Officers interested in being considered for these positions should contact their detailer for consideration if they meet the requirements listed below.

(1) Officer must be the grade of Commander (O-5). Officers cannot be failed of selection to Captain. In the event that a Lieutenant Commander (O-4) best meets the required skill set, the officer cannot be failed of selection to Commander.

(2) Dental Battalion XO billets are coded 2200 designator and require successful Marine Corps experience. Officers with requisite skills and experience may be considered; the best qualified officer will be selected.

(3) Medical Battalion/Field Medical Training Battalion XO billets are coded 2300 designator and require successful Marine Corps leadership experience. Officers of all designators with requisite skills and experience may be considered on a case-by-case basis. The best qualified officer will be selected, regardless of designator.

8. Application Process

a. Officers desiring to be screened for the upcoming year must submit the following documents with their application before the designated deadline identified in the announcement from the Deputy Chief, BUMED:

(1) Completed Fiscal Year 2014 Commanding Officer/Executive Officer Screening Application, NAVMED 1520/29 (Rev. 6-2013) with signature, date, and identification of Senior Executive Medicine (SEM) categories desired to be screened. NOTE: Applicants should only apply for those categories of command in which they have documented leadership experience.

(2) A copy of most recent O-6 fitness report (unless it is already contained in officer's official military record). Ensure all Personally Identifiable Information (PII), (i.e., SSN) is not viewable.

(3) A CO letter of recommendation for both CO and XO screening.

(4) An endorsement from the Regional Commander or Immediate Superior in Command (ISIC) Flag for all CO and XO applicants.

b. Only applicants that submit a screening package prior to the board submission deadline will be eligible for screening.

c. The preferred method for submitting an application is by e-mail with scanned copies of signed documents attached. E-mail should be sent encrypted to protect PII. Applications will also be accepted via mail or fax (signed copies only). The appropriate address and fax number can be found on the back of the NAVMED 1520/29 (Rev. 06-2013).

d. Application packages must be received at Navy Personnel Command (PERS-4415) no later than 1 August 2013. Incomplete applications will not be considered by the board.

9. Oral Board Process

a. Officers desiring to screen must complete an oral board per reference (b). The oral board is conducted to determine the officer's understanding of and readiness for the responsibilities of command.

b. PERS-4415 will submit a list of all applicants for CO/XO screening to BUMED.

- c. Chief, BUMED will notify Flag leadership of eligible applicants by screening category.
- d. Flag leadership shall be directed to select oral board membership and convene the oral board per BUMED guidance.
- e. Oral Boards will be held either in person or by video teleconference.
- f. Senior member of the oral board shall report their findings to the Deputy Chief, BUMED (copy to Navy Personnel Command (PERS-4415) in writing as instructed by reference (b).
- g. Officers found not qualified by the oral board will not be considered by the Command Screen Board. Officers found not qualified may request review by their Regional Flag Officer.

10. Screening Process

- a. PERS-4415 serves as the Medical Department CO/XO Screening Board sponsor.
- b. PERS-4415 collates and reviews applications for completeness and eligibility for Medical Department CO/XO screening.
- c. In order to ensure the most qualified candidates are selected for CO and XO positions, applicants compete within the following senior executive medicine (SEM) categories:
 - (1) MTF to include:
 - (a) Naval Medical Centers
 - (b) Naval Hospitals (teaching and non teaching)
 - (c) Naval Health Clinics
 - (d) Hospital Ships
 - (e) Jointly Staffed MTFs; i.e., Walter Reed National Military Medical Center, Tripler Army Medical Center, Fort Belvoir Community Hospital
 - (2) Research Activities
 - (3) Support Activities
 - (4) Major Operational Commands
 - (a) Dental Battalions/Naval Dental Centers

(b) Medical Battalions

(c) Field Medical Training Battalions

d. The limit for the number of CO and XO screened personnel per category will be targeted to 1.5 times the anticipated number of CO and XO opportunities available for that fiscal year respectively.

e. The results of the screening board are approved by the Commander, Naval Personnel Command.

f. The approved board results are forwarded by the board sponsor to the Deputy Chief, Bureau of Medicine and Surgery.

g. The Chief or Deputy Chief, BUMED releases the results of the board via the Corps Chiefs.

h. Screening for CO/XO positions is valid for 1 year only. Applicants not selected may apply in subsequent years if they meet screening criteria.

11. Slating Process for Assignment to SEM Positions

a. Regional Commanders/ISIC/Flags will submit a list of desired skill-sets and attributes for each position to PERS-4415 for consideration during the assignment process.

b. Each Corps' nominee is briefed in a conference of Senior Detailers and Head, PERS-4415. The "best qualified" candidate is identified and nominated for the specific positions.

c. PERS-4415 will forward the proposed CO/XO slate to the Corps' Chief Deputies for review and discussion. The Senior Deputy Corps Chief will forward the final slate to Corps Chiefs via the Deputy Chief, BUMED for review prior to the CoCC meeting.

d. TMO will review nominees for Marine Corps operational positions with the appropriate Marine Corps Commanding General for approval prior to CoCC consideration.

e. CoCC plus Navy Medicine Regional Commanders review the proposed CO/XO slate for concurrence/modification and Deputy Chief, BUMED forwards to Chief, BUMED for approval. Periodically administrative screening may be required to complete the slating process prior to Chief, BUMED approval. Administrative screening will consist of review, discussion and vote by Corps Chiefs and recorded by Senior Deputy Corps Chief.

f. Deputy Chief, BUMED shall review slate with MED IG prior to Chief, BUMED approval.

g. Once the CO/XO slate is approved, the Corps Chief Offices will contact the selected officers. The full slate will be released by BUMED following Corps Chief notification of the selected officers.

12. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (d).

13. Form. NAVMED 1520/29 (6-2013), Fiscal Year 2014 Commanding Officer/Executive Officer Screening Application is available at:

<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.



M. L. NATHAN

Distribution is electronic only via the Navy Medicine Web site at:

<http://navymedicine.med.navy.mil/directives/Pages/default.aspx>

BUMEDNOTE 1520
6 May 2013

**Commanding Officer's Letter of Recommendation for Commanding Officer/
Executive Officer Screening Template**

1520
Ser 00/
Date

From: Commanding Officer, USS Neversail
To: President Fiscal Year-14 Medical Department Commanding Officer/Executive Officer
Screening Board
Via: CAPT John Doe, MSC, USN

Subj: LETTER OF RECOMMENDATION FOR COMMANDING OFFICER/EXECUTIVE
OFFICER SCREENING IN CASE OF CAPT JOHN DOE, MSC, USN

1. **Commanding Officer's Certification.** This officer served as _____. I personally observed his/her performance in this capacity.
2. **Commanding Officer's Justification.** Briefly describe the officer's performance while in your command and potential for leadership in command positions.
3. **Commanding Officer's Endorsement.** I give my _____ recommendation that CAPT _____ be selected for assignment as a Commanding Officer/Executive Officer in Navy Medicine.

Commanding Officer's signature

Enclosure (1)

BUMEDNOTE 1520
6 May 2013

**Navy Medicine Regional Commander/Flag ISIC's Endorsement Letter for
Commanding Officer/Executive Officer Screening Template**

1520
Ser 00/
Date

FIRST ENDORSEMENT on USS Neversail ltr 1520 Ser XXXXXX of (Date)

From: Commander, Navy Medicine Region _____

To: President Fiscal Year-14 Medical Department Commanding Officer/Executive Officer
Screening Board

Subj: LETTER OF RECOMMENDATION FOR COMMANDING OFFICER/EXECUTIVE
OFFICER SCREENING IN CASE OF CAPT JOHN DOE, MSC, USN

1. Forwarded, recommending _____.

2. **Regional Commander's Justification.** Briefly describe the officer's performance and potential for success in command positions.

Regional Commander/ISIC's signature

Copy to:
USS Neversail
CAPT Doe

Enclosure (2)